

GEARTECH	CHECKLIST			No. CK3000	SHEET 1 OF 1
				Rev. A	
Bid Solicitation and Evaluation				BY RLE	DATE 9/15/99
				CKD JRM	DATE 9/15/99
BID SOLICITATION					
Question	Y	N	R	Comments	
Has a request for a proposal been written?					
Does the request for proposal include a procurement specification per QP2000?					
Does the request for proposal include bidding instructions per QP3000?					
Has a person been assigned to ensure the request for proposal is implemented and maintained?					
Are there procedures for distributing the request for proposal?					
Are guidelines for the procurement process (CK1000 and QP1000) being followed?					
Are guidelines for bid solicitation and evaluation (QP3000) being followed?					
Is bid solicitation and evaluation complete as follows:					
Request for proposal sent to bidders?					
BID EVALUATION					
Proposals received from bidders?					
Proposals evaluated for completeness per CK1000?					
Proposals evaluated for conformance to the procurement specification per CK1000 through CK7000 and QP1000 through QP7000?					
Proposals evaluated by gear specialist?					